

SPED 02-05

M E M O R A N D U M

December 2, 2002

TO: Directors of Special Education
Charter School Administrators

FROM: Steven N. Mishlove
Director of Administrative Services
Exceptional Student Services

RE: Exceptional Student Services Charter School Information

The Charter School Expansion Act of 1998 was enacted to ensure that newly opened charter schools and those significantly expanding their enrollment receive IDEA Part B Funds for which they are eligible. In accordance with the Act, charter schools applying for current year (immediate) funding must provide the following:

1. Date of opening (new charters) / significant expansion
2. Name and birthday of entering student(s)
3. For instate student(s) indicate if the student(s) has
 - A. Census number(s)
 - B. Current I.E.P.
 - C. Current evaluation
4. The school district, charter school or state of student(s) origin

The completed information must be sent to the ESS Funding unit, after verification by the student(s) district or charter school of origin. This requirement may be waived for out of state student(s); and / or students attending public school for the first time. The district / charter of origin will have twenty-one days to verify the information. If the district / charter fails to comply in the specified time frame, current IDEA funds may be interrupted pending compliance.

This process will satisfy the need for “current year funding”, however for future funding the receiving charter school must submit a December Census. Material and information for the census is distributed in October by the ADE School Finance Unit. Failure to report your census will preclude further funding during the succeeding school year.

Included with the application materials, you will find two forms for data collection and reporting to be included with your application.

The first form (Dear Administrator) is to be provided to the district of origin for your incoming student(s). Reproduce as many as required.

The second (Data Summary) form is used to compile data from the individual district / charter forms.

This summary form along with the individual back up forms must be submitted with your application. Funding will be based on students who have been verified; are from out of state, or entering public education for the first time. The current funding level is \$519.30 per verified student.

If you have questions contact the ESS Funding Unit at (602) 542-3850.

ESS Funding Unit
1535 West Jefferson Street, Bin 24
Phoenix, AZ 85007

District / Charter
Of Origin

Dear Administrator;

Our school needs your help in complying with the requirements of the Charter School Expansion Act. The Act requires specific information, and requires that you verify / complete the information on the student(s) listed below. You have 21 days to return this data to us. The ADE ESS Unit has advised that failure to meet this requirement may result in your current IDEA funds being interrupted pending compliance. Thank you for your cooperation.

<u>Name</u>	<u>Date of Birth</u>	<u>Census Number</u>	<u>Current IEP Y/N</u>	<u>Entry Date</u>	<u>Exit Date</u>
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Verified By

Title

Receiving Charter

ESS Director

Data Summary

Please use this form to aggregate information requested from individual LEA's. Include only those students you have verified, and submit this form and back up materials to ADE ESS Funding Unit with your funding application. Also please identify students entering public education for the first time.

<u>Name</u>	<u>Date of Birth</u>	New Census <u>Number</u>	Current IEP <u>Y/N</u>	Entry <u>Date</u>	District/ Charter State of <u>Origin</u>
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